

**Indiana Criminal Justice Institute
Youth Division
Safe Haven Grant Program
Grant Review and Scoring Matrix**



Reviewed By:		Attended Training	
Tracking #: 10-			

Applicant:			
Project Title:			
County:			
	New		Continuation

Previous Funding:	\$,	.00	Requested Funding:	\$,	.00	Recommended:	\$,	.00
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SUMMARY SHEET

Section	Description	Max. Pts. Allowable	Score
1.	Cover Page		
2.	Executive Summary	5 pts	
3.	Needs Assessment	15 pts	
4.	Problem Statement, Goals and Objectives	20 pts	
5.	Sustainability/Future Funding Plans	10 pts	
6.	Implementation Plan	15 pts	
7.	Evaluation and Internal Assessment	15 pts	
8.	Matching Funds	Required 10 pts	
9.	Program Budget Worksheet	Required 10 pts	

Total Score	100 points	
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Review and score the grant application in each of the areas for completeness, accuracy, clarity, and continuity.

Section 1. Cover Page

A.	Did the applicant FULLY complete each section?	<input type="checkbox"/>
	Applicant replicated the amount of state funding requested from the Grand Total Box of the Budget Summary.	<input type="checkbox"/>
	Application was received or postmarked by specified date deadline.	<input type="checkbox"/>
	Are letters of support attached? SRO programs ONLY	<input type="checkbox"/>

B.	Indicate the appropriate Purpose Area for this application (check only one):	
Program Area #		
1	School Resource Officer	<input type="checkbox"/>
2	Evidence-Based Program	<input type="checkbox"/>

Section 2. Executive Summary

A.	Does the Executive Summary exceed 2 pages?	0 – 1 pts	
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Comments:

B.	Does it summarize the scope of the project, state problem(s) or need(s), objectives and outcomes to be gained, total cost of project and summarize each major section of the proposal?	0 – 4 pts	
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Comments:

Total (maximum of 5 pts)

Section 3. Needs Assessment

A.	Does the applicant clearly describe the problem to be addressed and how funding would alleviate the problem?	0 – 5 pts	
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Comments:

B.	Does the applicant explain how the problem was identified and included relevant local facts, statistics, and/or other measures?	0 – 5 pts	
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Comments:

C.	Is the Needs Statement succinct and concise?	0 – 5 pts	
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Comments:

Total (maximum of 15 pts)	
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Section 4. Problem Description, Goals and Objectives

A.	Problem Statement
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Does the Problem Statement provide a concise description of the problem that the project will address?
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0 – 4 pts	
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Comments:

B.	Goal(s) – a desired state of affairs that are timeless. While a single Goal is required, limit your Goals to no more than two.
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Does the applicant provide a clear and concise statement of the project direction which is a realistic, understandable, measurable, and related to the Needs Statement?

0 – 3 pts	
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C.	Objectives – specific milestones aimed at achieving your Goal(s).
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Are the listed objectives directly related to the stated Goal(s)?

0 – 3 pts	
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Did the applicant include dates when the objectives will be reached, be measured, and include valid indicator(s) of reaching the milestone?

0 – 3 pts	
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Are the Objectives measurable, attainable, and realistic?

0 – 3 pts	
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D.	Performance Indicators – Data collected to measure each objective and show progress.
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Are the listed performance indicators directly related to the stated Goal(s) and sources of data identified?
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0 – 4pts	
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Comments:

Total (maximum of 20 pts)	
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Section 5. Sustainability/Future Funding Plans

A.	Does the current year funding plan include a description of match amounts and source(s)?
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0 – 5 pts	
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Comments:

B.	Does the applicant provide an estimated funding plan for subsequent year(s), if applicable, including an estimated total length of time they anticipate state funding required for this project?
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0 – 5 pts	
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Comments:

Total (maximum of 10 pts)

Section 6. Implementation Plan

A.	Does the Implementation Plan outline the Objective, who is responsible for the timeline, how each will be accomplished including projected resources needed?	0 – 10 pts	
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Comments:

C.	Did the applicant articulate a start date for the project and their ability to do so?	0 – 5 pts	
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Comments:

Total (maximum of 15 pts)

Section 7. Evaluation and Internal Assessment

A.	Did the applicant document what outcome and output measures will be used to verify the objectives are met?	0 – 5 pts	
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Comments:

B.	Does the applicant clearly state what data will be collected, how, by whom, and when?	0 – 5 pts	
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Comments:

C.	Did the applicant indicate how the project will be internally assessed?	0 – 5 pts	
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Comments:

Total (maximum of 15 pts)

Section 8. Matching Funds

A.	Did the applicant specify the match type AND it meets Safe Haven Guidelines for that specific type (<i>if a Programmatic match is specified,</i>	0 – 5 pts	
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	<i>Applicant must include a Project Description for the matching program).</i>		
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Comments:

B.	Applicant's match is equal to or greater than requested funding amount.	0 – 5 pts	
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Comments:

Total (maximum of 10 pts)

Section 9. Safe Haven Program Budget Worksheet

A.	Did the applicant complete all sections of the Program Budget?	0 – 2 pts	
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Comments:

B.	Are the budget items directly related to the proposed project and identified problems?	0 – 3 pts	
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Comments:

C.	Was the budget correctly calculated?	0 – 2 pts	
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Comments:

D.	Does the Project Budget conflict with the Program Budget in any way?	0 – 3 pts	
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Comments:

Total (maximum of 10 pts)